

OFFICE OF TRAFFIC SAFETY

Grant Concept Paper Guidelines

Where Do I Start?

- 1) Review the complete package and instructions. (This complete package can also be found online at www.ots.ca.gov/grants/applying.asp.)
- 2) Review the OTS website at www.ots.ca.gov.
 - a) OTS Blueprint (Sample Performance Measures www.ots.ca.gov/grants/blueprints.asp)
 - b) OTS *Grant Program Manual, Volume 2*, Chapter 1 at www.ots.ca.gov/grants/program.asp
- 3) Research internal data and identify your traffic safety problem.
 - a) Collision reports - identify primary collision factors
 - b) Arrest records
 - c) Population data
 - d) Collision rankings at www.ots.ca.gov/grants/rankingsEx.asp.
- 4) Develop a proposed solution.
 - a) Involve affected departments within the agency/city/county
 - i) Include the unit that will implement the project
 - ii) Obtain cost information from the financial department
 - b) Contact prospective partners and obtain letters of support from them for your project
- 5) Complete the attached concept checklist and submit your concept paper to OTS postmarked no later than **January 31, 2004**.

NOTE: OTS will not accept faxed or e-mailed Concept Papers.